



Adding or Removing Users in User Management

Subscription administrators such as Contract Managers and Software Coordinators can add or remove users for software and services on a Subscription contract in Autodesk Account.

[Accessing User Management](#)ⁱ

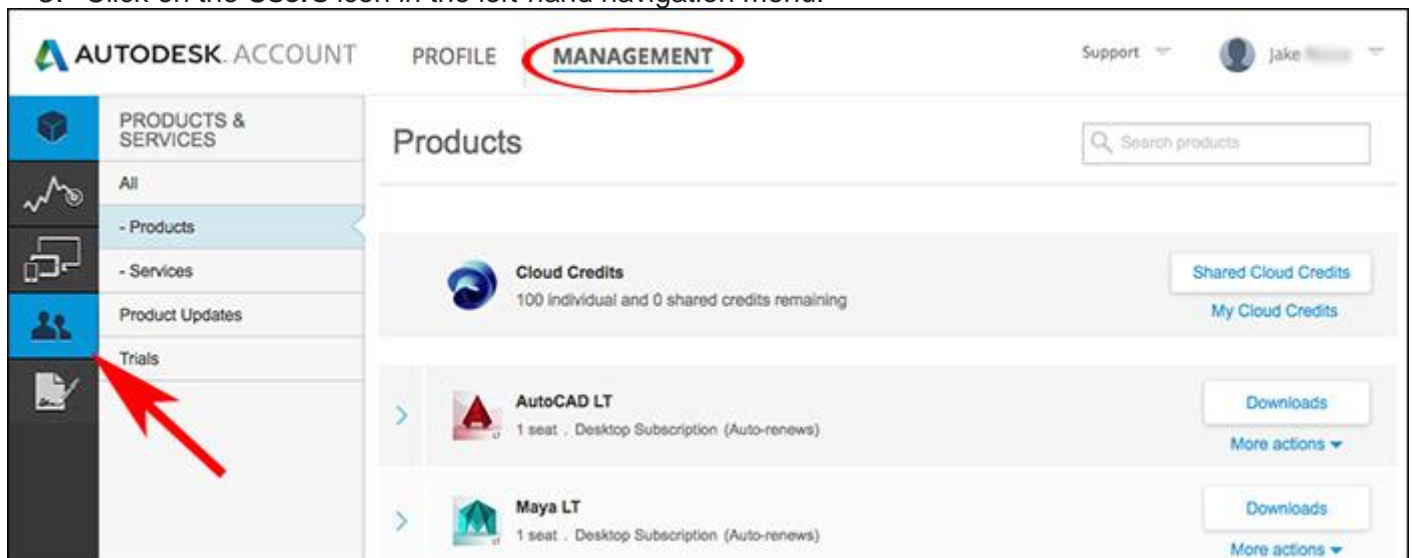
[Adding Users](#)ⁱⁱ

[Removing users](#)ⁱⁱⁱ

[Accessing User Management](#)

To access User Management in Autodesk Account:

1. Sign in to your Autodesk Account at accounts.autodesk.com.
2. Select **Management** to view your Products & Services.
3. Click on the **Users** icon in the left-hand navigation menu.



The screenshot shows the Autodesk Account Management interface. At the top, the navigation bar includes 'AUTODESK ACCOUNT', 'PROFILE', and 'MANAGEMENT' (which is circled in red). On the right, there is a 'Support' dropdown and a user profile for 'Jake'. The left-hand navigation menu is expanded to show 'PRODUCTS & SERVICES', 'All', '- Products', '- Services', 'Product Updates', and 'Trials'. A red arrow points to the 'Trials' icon. The main content area is titled 'Products' and features a search bar. Below the search bar, there are three product cards: 'Cloud Credits' (100 individual and 0 shared credits remaining), 'AutoCAD LT' (1 seat, Desktop Subscription), and 'Maya LT' (1 seat, Desktop Subscription). Each card has a 'Downloads' button and a 'More actions' dropdown menu.

The User List is the primary interface for managing users in your Autodesk Account. Click the arrow next to a user name to display the following information:

- **Name & Email Address:** Used to sort users and grant access to Account benefits.
- **Product & Services:** Number of software assets or cloud services assigned to a user.
- **Benefits:** Items such as access to software downloads and customer support.
- **Status:** A check indicates the user has accessed assigned benefits.



AUTODESK ACCOUNT PROFILE MANAGEMENT Support User Registration

USERS

Manage Users

QUICK LINKS


- Manage Phone Support
- Manage Software Coordinators
- What's new in Account

All Users (3) Search name or email

+ Add Actions Sort by: First name (A-Z) Filters

Select All 3 results

<input type="checkbox"/>	<input checked="" type="checkbox"/>	Jane Engineer jane.engineer@autodesk.com	Products & Services 1	Benefits 1	Status	Edit Access
Benefits (Benefits 1)			User Info			
Product Downloads			Role(s)			
Products (1 Added)			End User			
Autodesk AutoCAD Services (4)			Contract# 110			
			Email			
			jane.engineer@autodesk.com			



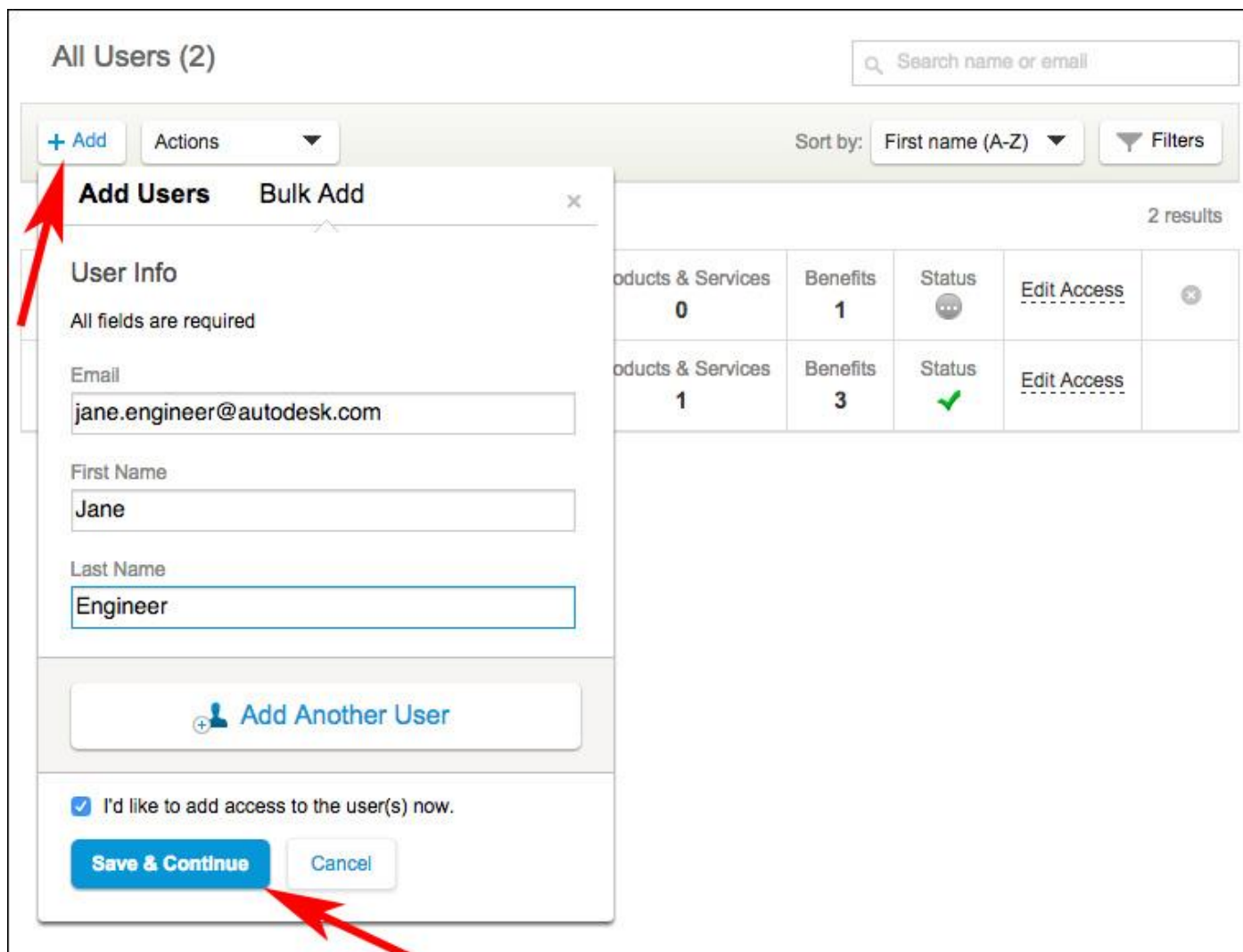


ii Adding Users

Autodesk Account allows you to add single users and assign benefits or enter a list of multiple users and assign the same benefits to all users at one time. Users will be notified of any addition to a contract or change in benefits at the email address entered when a user is added.

To add a single user:

1. Click the **+ Add** button to activate the Add Users window.
2. Enter the email address, first name and last name (all are required). The email address is the user's Autodesk ID used to access his/her Autodesk Account.
3. Check **"I'd like to add access to the user(s) now"** if you wish to manage access to products and benefits.
Note: Added users will have access to an Autodesk Account, but will not have access to products and benefits until they are assigned.
4. Click the **Save & Continue** button or **Add Another User** if adding more than one user individually.



The screenshot shows the 'All Users (2)' page with a search bar and a table of users. The 'Add Users' modal is open, showing the following details:

- Modal Title:** Add Users (Bulk Add)
- User Info:** All fields are required.
- Email:** jane.engineer@autodesk.com
- First Name:** Jane
- Last Name:** Engineer
- Buttons:** Add Another User, Save & Continue, Cancel
- Checkbox:** I'd like to add access to the user(s) now.

The background table shows 2 results:

Products & Services	Benefits	Status	Edit Access
0	1
1	3	✓	...

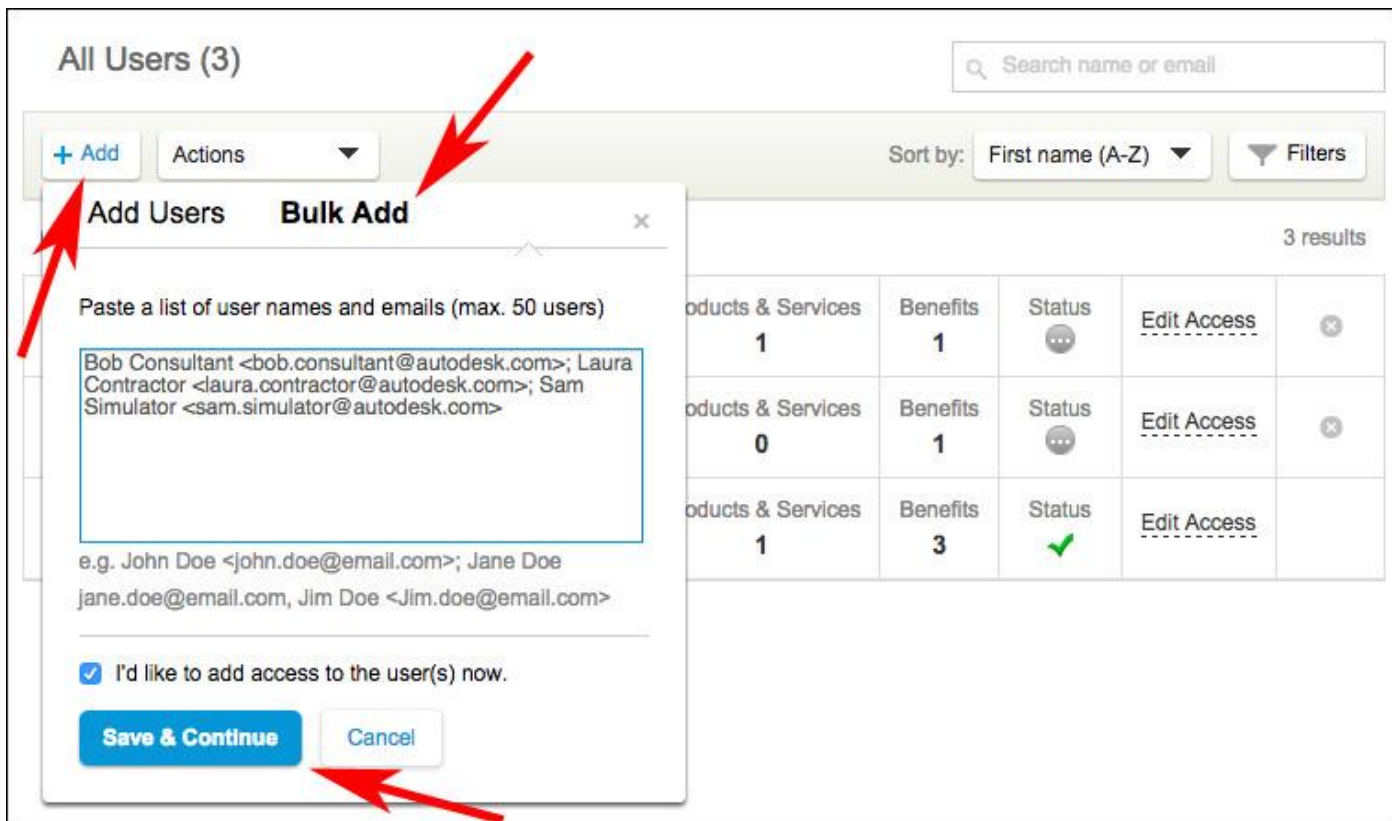


To add multiple users:

1. Click the **+ Add** button to activate the Add Users window.
2. Click **Bulk Add**.
3. Type or paste a list of users into the entry field following the example provided. (As many as 50 users can be entered at one time).
4. Check **"I'd like to add access to the user(s) now"** if you wish to manage access to products and benefits.

Note: Added users will have access to an Autodesk Account, but will not have access to products and benefits until they are assigned.

5. Click the **Save & Continue** button.



The screenshot shows the 'All Users (3)' interface. A search bar at the top right contains the text 'Search name or email'. Below it, there are controls for 'Sort by: First name (A-Z)' and 'Filters'. The main area displays a table with 3 results. A modal dialog box titled 'Add Users' is open, showing the 'Bulk Add' option selected. The dialog contains a text area with the following text: 'Paste a list of user names and emails (max. 50 users)' followed by 'Bob Consultant <bob.consultant@autodesk.com>; Laura Contractor <laura.contractor@autodesk.com>; Sam Simulator <sam.simulator@autodesk.com>'. Below this, there is an example: 'e.g. John Doe <john.doe@email.com>; Jane Doe jane.doe@email.com, Jim Doe <Jim.doe@email.com>'. A checkbox labeled 'I'd like to add access to the user(s) now.' is checked. At the bottom of the dialog are 'Save & Continue' and 'Cancel' buttons.

Products & Services	Benefits	Status	Edit Access	
1	1	⋮	<u>Edit Access</u>	✕
0	1	⋮	<u>Edit Access</u>	✕
1	3	✓	<u>Edit Access</u>	



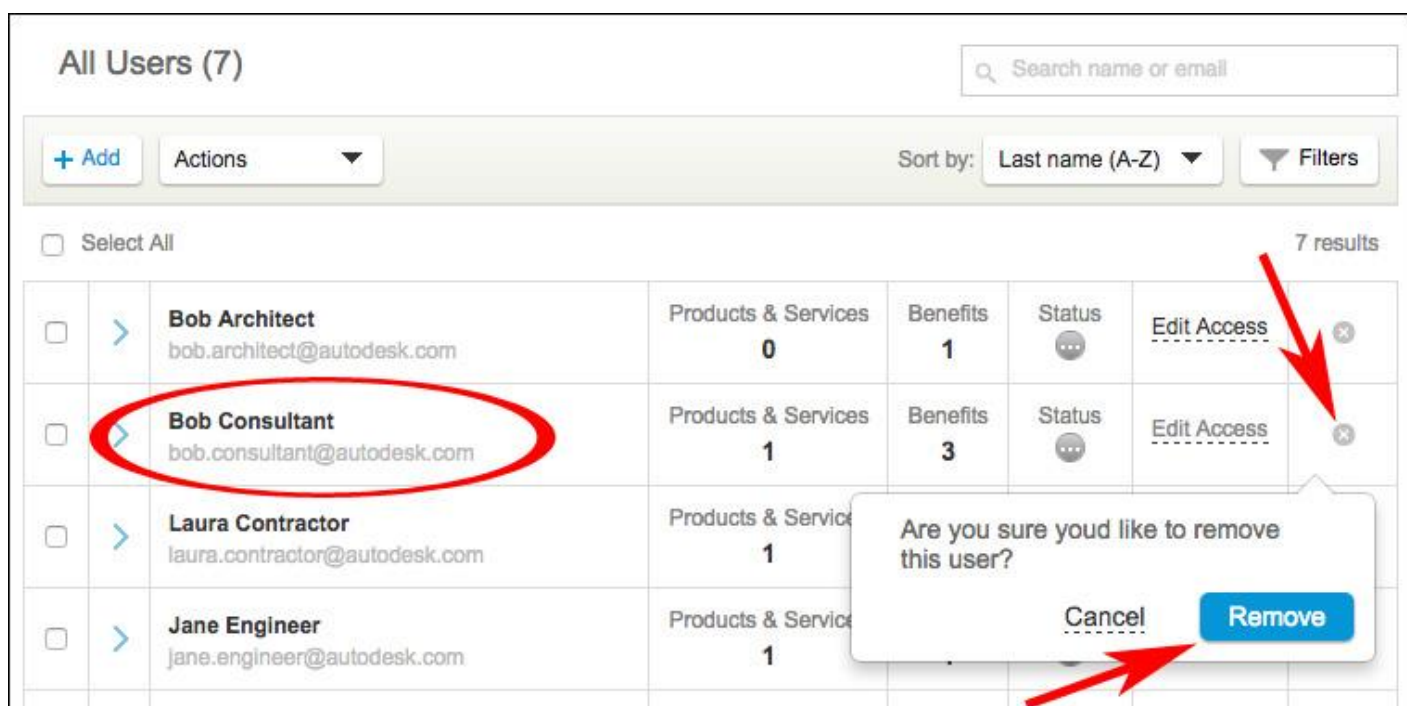
iii Removing Users

Remove a user from a Subscription contract in Autodesk Account if you no longer want the user to have access to assigned products, services and benefits. Removing a user from a Subscription contract does not delete a user's Autodesk account. After deleting a user, the previously assigned products and benefits become available to assign to another user.

Note: Administrative users such as Contract Managers and Software Coordinators cannot be removed until those roles are assigned to a new user.

To remove a user:

1. Locate the name of the user you wish to remove and click the "X" on the user record.
2. Click the **Remove** button to confirm that you wish to remove the user from all contracts or click **Cancel**.



The screenshot shows the 'All Users (7)' interface. At the top, there is a search bar and a 'Sort by: Last name (A-Z)' dropdown. Below the search bar, there are '+ Add' and 'Actions' buttons. The main area contains a table of users with columns for 'Products & Services', 'Benefits', and 'Status'. The user 'Bob Consultant' is circled in red. To the right of the table, there is a confirmation dialog box that says 'Are you sure youd like to remove this user?' with 'Cancel' and 'Remove' buttons. Red arrows point to the 'X' icon in the 'Edit Access' column and the 'Remove' button in the dialog.

	Products & Services	Benefits	Status	Edit Access
<input type="checkbox"/> > Bob Architect bob.architect@autodesk.com	0	1
<input type="checkbox"/> > Bob Consultant bob.consultant@autodesk.com	1	3
<input type="checkbox"/> > Laura Contractor laura.contractor@autodesk.com	1			
<input type="checkbox"/> > Jane Engineer jane.engineer@autodesk.com	1			